

JOB ANNOUNCEMENT

Berrien County Trial Court – Civil and Criminal Division Administrator
St. Joseph, MI - **October 1, 2012 - open until filled**

CIVIL and CRIMINAL DIVISION ADMINISTRATOR - Full-time position available in Berrien County, Michigan - Salary range: \$67,592 - \$90,580

Required: A bachelor's degree with a major in public administration, personnel administration, criminal justice, industrial/labor relations, business accounting, management or economics, social work, sociology, psychology, communication, counseling, political science, education or other related field. Three years of progressively more responsible administrative, supervision and management experience in a court or criminal justice agency. –OR– A master's degree in one of the above noted bachelor's degree majors and one year of progressively more responsible administrative, supervision and management experience in a court or criminal justice agency. **NOTE: Upon selection for an interview, a copy of college transcripts must be provided.**

Desired: Considerable knowledge of the Michigan Trial Courts, court administration, budgets, labor relations, human resource management, and project management. Ability to manage, supervise and coordinate professional and support employees; evaluate employee performance; develop and implement staff training; analyze data; recommend/make policy, procedural, operational changes; supervision of case/work flow; prepare/monitor budgets; interpret and effectively communicate administrative and professional policies and procedures to employees, attorneys, governmental agencies and the general public; excellent written and verbal communication skills.

Duties: The Civil/Criminal Division Administrator is responsible for direct oversight of all administrative functions of the Civil and Criminal Divisions for all court locations of the Berrien County Trial Court. The Civil/Criminal Division Administrator is the Clerk of the Fifth District Court, who is responsible for all duties and reporting requirements mandated by Michigan Statutes and Court Rules. The Civil/Criminal Division Administrator provides direct management and supervision of the civil and criminal staff responsible for court services; case/records processing, management, retention, and destruction; Trial Court probation; information technology input and output; court recording; and other judicial support functions. The Civil/Criminal Division Administrator develops and makes recommendations for intra-court operations; court and personnel policies; court budgets and services; information technology; and participates in establishing goals, services, and programs that fulfill the purposes and functions of the Berrien County Trial Court. Work is performed under the direction of the Trial Court Chief Judge, Criminal Division Presiding Judge, Civil Division Presiding Judge, and the Trial Court Administrator.

Notes / Miscellaneous: Possess a valid vehicle operator's license, pass a pre-employment physical, background check, and submit to a drug screening as a condition of initial or continued employment. May be subject to random drug testing at any time during employment with the court.

**APPLICATION FOR THIS POSITION CAN BE OBTAINED AT THE FOLLOWING:
PERSONNEL DEPARTMENT, BERRIEN COUNTY ADMINISTRATION BUILDING
701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085
BETWEEN 8:30 A.M. AND 5:00 P.M.**

**JOB HOTLINE (269) 983-7111, EXT. 8919
BERRIEN COUNTY WEB SITE: www.berriencounty.org**

Equal Opportunity Employer